



2018/2019 Student-Parent Policy Handbook

Blessed Sacrament Catholic School

WELCOME

Welcome to Blessed Sacrament Catholic School. This Parent-Student Policy Handbook has been prepared to provide a summary of the school rules, policies and other miscellaneous information. In developing this handbook, one thought has been dominant – the efforts of all in our community must always be directed towards what is best for the children.

A common understanding of rules and policies by all concerned is essential. To this end, it is recommended you study this handbook, discuss it as necessary and retain it for further reference.

Throughout the year, changes may be made to the Parent-Student Policy Handbook as needed or directed by the Archdiocese of San Antonio's Department of Catholic Schools, Pastor, Principal or School Council. In the event the handbook is amended, notification will be sent to parents regarding the amended policy.

VISION

The dream of a desired future for the students of Blessed Sacrament Catholic School can be summarized in two simple, yet powerful words – *COLLEGE AND HEAVEN*.

MISSION STATEMENT

The mission of Blessed Sacrament Catholic School is to provide, within an active Christian learning environment, quality education and formation of the whole person by nurturing the development of each child's talents in the love and service of God and community.

PHILOSOPHY OF EDUCATION

Blessed Sacrament Catholic School, in a positive partnership with parents, endeavors to instill in our students the values and the teachings of Jesus Christ and the Catholic Church.

We respect the uniqueness of each child and the diversity of talents within our school family. We foster a curriculum to meet the needs of each child, challenging each student to his or her potential.

We provide opportunity for the education of the whole child and believe this education to be a process of continual spiritual and academic growth. We promote and guide the development of all facets of the student's character: Spiritual, intellectual, moral, emotional, physical, cultural, and social.

Blessed Sacrament Catholic School provides an atmosphere of Catholic community that nourishes the gift of faith and encourages our students to live a life of Christian witness and service, through our example of love and service to others.

BULLDOG CODE OF CONDUCT

As we prepare the future of our Catholic Church and society, we look to the following core standards as our Code of Conduct:

- ✓ Be Eucharist for those around you.
- ✓ Respect everyone with the reverence of Christ
- ✓ Use your gifts and talents to be your best.
- ✓ Be the change you want to be in the world.

BULLDOG PLEDGE

Today, I will love because I am loved.

I am wonderfully made in the image of God and created for a purpose.

The choices I make this day will shape my future.

Today, I will listen. Today, I will learn. Today, I will do my best and let my light shine!

PARENTS AS PARTNERS

As partners in the educational process at Blessed Sacrament Catholic School, we ask parents:

- ✓ To set rules, times, and limits so that your child
- ✓ Gets to bed early on school nights;
- ✓ Arrives at school on time and is picked up on time at the end of the day;
- ✓ Is dressed according to the school dress code;
- ✓ Completes class assignments on time;
- ✓ Has lunch money or sack lunch every day.
- ✓ To support the religious and academic goals of the school.
- ✓ To meet all financial obligations to the school.
- ✓ To support and cooperate with the discipline policy of the school.
- ✓ To treat faculty and staff with respect and courtesy in discussing student concerns.
- ✓ To actively participate in school activities such as Parent Teacher Club, Parent-Teacher Conferences, and Fund-raising.
- ✓ To read school notes and newsletters, keep current contact information with the office, and send notes for tardies or absences

GOALS AND OBJECTIVES

To implement the philosophy of Blessed Sacrament Catholic School, we, the teachers, working with the home and the church, strive to meet the needs of each child by emphasizing the following objectives. In an atmosphere of mutual respect, dignity and appreciation of one's gifts, students are challenged to develop and grow spiritually, intellectually, socially, and physically.

Spiritual: The student will develop:

1. An understanding of Christian doctrine and practices so that these principles serve as guides throughout his/her life.
2. An understanding of the apostolic work to be performed by all Christians and an eagerness to become active in spreading the message of the Gospel.
3. A love and devotion for the Eucharistic celebration.
4. A respect for the moral values taught by the Catholic Church.

Intellectual: The student will develop:

1. A strong desire for learning basic skills (religion, reading, writing, arithmetic, language arts, science, and social studies) and achieving the highest development possible.
2. The ability to reason intellectually, to read with understanding, to communicate effectively, and to listen intelligently.
3. An opportunity to investigate, explore, and plan for careers.
4. An appreciation for the wise use of leisure time to open wider fields of self-expression and discovery.
5. An appreciation of culture by encouraging interest in music, literature, and art.
6. The ability to use available opportunities and resources to stimulate interest and facilitate learning.

Social: The student will develop:

1. A loyalty and respect for Christian social standards in the American way of life, and appreciation of our democratic principles in our society.
2. An understanding of the responsibilities of a good citizen and interest in civic affairs.
3. A spirit of cooperation and respect for duly constituted authority.

4. A desire for Christian courtesy and social graces.
5. An understanding and appreciation of other races and people.
6. An understanding of our economic system and successful participation in it.

Physical: The student will develop:

1. A proper respect for his/her body through health instruction and physical education programs.
2. An understanding of the importance of physical and mental health, and environmental and ecological concerns.
3. A positive self-concept through involvement in recreational activities.

HISTORY AND CHARISM OF BLESSED SACRAMENT CATHOLIC SCHOOL

Blessed Sacrament Catholic School opened her doors on September 2, 1958 with approximately 650 students in grades one through seven. The first Principal was Sister Mary Paschal and three other sisters of the Franciscan Missionary Sisters of the Divine Child from Williamsville, New York. The convent was later increased to nine sisters with the first Pastor of the school being Father Charles J. Drees.

During the spring of 1968, the Franciscan Missionary Sisters decreased their school staff to three sisters given the increasing number of qualified lay teachers. Because of this transition, tuition was first instituted at \$15.00 per family. Due to the decrease in students and religious vocations, the order's provincial decided that the religious community would withdraw from Texas completely after the 1970/1971 school year.

In the summer of 1971, Blessed Sacrament welcomed three Sisters of the Incarnate Word and Blessed Sacrament (IWBS) from Victoria, Texas. Sister Stephana Marback was the first Principal and the enrollment for that year was 225 students. The Pastor during this transition was Monsignor Ralph J. Smith.

Over the next three decades, the school saw extensive growth including a full day kindergarten program, an enriched middle school curriculum, a computer lab, school gymnasium, updated classrooms and a predominately lay staff.

On January 28, 2008, Archbishop José H. Gomez and Sr. Carla Marie Lusch, Superintendent of Catholic Schools, proclaimed the 50th Anniversary of Blessed Sacrament Catholic School in celebration of its quality education and formation in the Archdiocese of San Antonio.

During the 2010/2011 school year, a full day pre-kindergarten program was added to the school's program. In addition, the Blessed Sacrament Child Development Center (CDC) was incorporated into the school.

Blessed Sacrament Catholic School strives to continue the charism of the Sisters of the Incarnate Word and Blessed Sacrament. In doing so, we strive to "extend the Incarnation in today's world by living the Gospel of Love, proclaiming the Good News and building the Kingdom of God. Impelled by love to share the Incarnate Word's mission of bringing God's kingdom to be, we joyfully seek to serve those in need, through an apostolate of Christian education as determined by the current needs of the church."

Fr. Christopher Munoz, the school's current Pastor, was appointed January 1, 2017 by Archbishop Gustavo Garcia-Siller.

In May 2018, Archbishop Gustavo Garcia-Siller and Mrs. Marti West, Superintendent of Catholic Schools, proclaimed the 60th Anniversary of Blessed Sacrament Catholic School in celebration of its quality education and formation in the Archdiocese of San Antonio.

ACCREDITATION

Blessed Sacrament Catholic School is fully accredited by the Texas Catholic Conference Bishops Education Department (TCCED) under the umbrella of the Texas Education Agency (TEA). The most recent accredited status was granted by TCCED in **May 2018**. Each year, the school is required to submit an Annual Report for Continued Accreditation to TCCED ensuring the Blessed Sacrament Catholic School is following required policies and guidelines.

NON-DISCRIMINATION STATEMENT

Blessed Sacrament Catholic School admits students of any race or national origin to programs and activities of the school with all rights and privileges. Equal opportunity and access is provided to persons without regard to race, national origin or gender in the implementation of employment policies and procedures. In addition, Blessed Sacrament Catholic School is an equal opportunity employer in regard to race, national origin and gender.

ASBESTOS NOTIFICATION

This is our annual notice of the presence of asbestos containing materials in our school. The location and condition of these materials are found in the approved Management Plan located in the Principal's office.

In 2018, we had our three-year re-inspection and in January/February and June/July we have our periodic surveillances. All of these are conducted by *ASTEX ENVIRONMENTAL SERVICES*. The results of these inspections and surveillances are recorded in the Management Plan. The contact person for ASTEX is Leonora Becknal, License #10-5662. She can be reached by contacting (210) 828-9800.

ADMINISTRATION

Pastor

The Pastor is ultimately responsible for successful operation of the school according to the dictates of the Archdiocesan Schools Office, the Texas Catholic Conference and the Texas Education Agency. The Pastor is in a unique position to impress his parishioners with the importance of Catholic education and to influence the quality of education in the parish school. Working with the Principal, he helps to implement and support school policies.

Principal

The Principal is the chief administrator of the school and in this position administers policies set by the School Council. Supervision of instruction, curriculum development, the professional development of staff through in-service programs, and the hiring and evaluation of staff are among the most important duties.

School Counselor

Whole class lessons are provided on a regular basis. Counseling is available in small groups or individually as needed for academics and/or behavior. The school counselor is a resource for helping students and families with school and personal challenges.

Administration Team

The Blessed Sacrament Administration Team consists of the Principal, level advisors for the elementary, intermediate and middle school grade level and the dean of students. The Administration Team meets on a regular basis to discuss important matters of concern which affect the Blessed Sacrament community.

ADMISSION POLICIES

The Principal at his/her discretion shall have the right to admit, re-admit, or deny admission of any student. In making this determination, the Principal will consider a variety of factors, including the conduct of the student and/or parent(s).

Because of our admittance criteria and requirements, a Waiting List for enrollment at Blessed Sacrament Catholic School will be established according to the following guidelines:

A list for "Parishioner" families

A list for "Non-Parishioner" families.

The “Parishioner” list will include all parish families as well as “Non-Parishioner” families who already have students attending the school. To be considered “Parishioner”, a family must be a registered contributing member with a minimum annual contribution totaling \$425.00 (approximately \$38.00 per month) prior to being placed on the “Parishioner” Waiting List or being immediately enrolled. Required contributions must be received by May 31st each year.

Families may be placed on the Waiting List if no space is available for their students during registration, or if they are interested in enrolling students during the school year, (should a vacancy occur), or if they want to enroll students in the upcoming registration period.

As vacancies occur during the school year, they will be filled first from the Waiting List. During registration, the registration policy will be followed with unfilled spaces being assigned from the Waiting List.

To be placed on the Waiting List, the parents or guardian must fill out a Waiting List form in the School Office.

Qualifications

A student is considered qualified when he/she fulfills the admission standards with regard to age, mental and physical capacity as established by Archdiocesan regulations, the Texas Catholic Conference, and the Texas Education Agency.

Requirements

1. In order to be admitted to Pre- Kindergarten 4, a child must be four years of age on or before September 1st and pass a standardized readiness test administered by Blessed Sacrament Catholic School.
2. In order to be admitted to Kindergarten, a child must be five years of age on or before September 1st and pass a standardized readiness test administered by Blessed Sacrament Catholic School.
3. In order to be admitted to First Grade, a child must be six years of age on or before September 1st and pass a standardized readiness test administered by Blessed Sacrament Catholic School.
4. For those who do not exhibit proper readiness, an interview with the parents is recommended to determine procedures to be followed.
5. All new families seeking admission must schedule an interview with the school administration.
6. Students wishing to transfer from another school must present this year’s and the previous year’s report cards, and standardized test scores if applicable. Further testing may be required at the sole discretion of the administration.
7. Student transfers to or from home schooling is not an option provided by the Catholic Schools of the Archdiocese because of the importance of socializing the student in a Catholic faith community, establishment of a positive self-image, and the development of relationships with adults and other students. However, we must recognize parents’ rights to choose an academic institution best meeting their child’s needs. Students wishing to transfer from unaccredited schools or home schooling must present this year’s and the previous year’s report cards, and standardized test scores if applicable. Further testing may be required.
8. Temporary placement of transfer students is based on previous records and an interview. All new students are on probation for a period of time, and final placement is made after the probation period and teacher observation.
9. Students enrolled at Blessed Sacrament Catholic School may not enter into a dual enrollment arrangement with non-accredited schools for any portion of the day.

Registration

Registration for the next school year is usually conducted in February for new and returning families. Dates and times of registration will be published in the school monthly newsletter and church bulletin. Any disputes over registration will be referred to the School Council.

The following items must be complete before the child is guaranteed a place at Blessed Sacrament Catholic School:

- a. A birth certificate for students entering Pre-Kindergarten, Kindergarten or First Grade must be presented at the time of registration.
- b. A current immunization record must be presented at the time of registration.
- c. A certificate of Baptism and/or First Holy Communion must be presented at the time of registration if the student is Catholic and has received either of these sacraments.
- d. This year's and the previous year's report cards, and standardized test scores if applicable, must be presented by students registering from another school.
- e. The registration fee must be paid in full at the time of registration. In addition, the financial accounts of current families must be current for re-registration.
- f. An emergency information card is to be completed in case of accident or illness. Parents must send emergency card information updates throughout the school year as they occur.
- g. All registration forms must be fully completed.
- h. In case of parental divorce or separation, a certified copy of the final recorded instrument must be in file in the School Office for referral in any matter pertaining to custody, according to Archdiocesan policy. This includes matters pertaining to school records, other academic information, and student pick-up. **THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR FAILING TO HONOR ARRANGEMENTS THAT HAVE NOT BEEN MADE KNOWN.**
- i. If a student is transferring from another Catholic school, all accounts must be cleared at the sending school before registration and enrollment can be completed.

All new students to Blessed Sacrament Catholic School will remain on academic and behavioral probation for their first nine weeks grading period.

Students with Special Needs

The policy of the Archdiocese is that schools will, if able, provide students with special needs the opportunity for a Catholic education. Should a family apply to a school that is not capable of providing the necessary facilities or services for the child to be successful, they will be referred to other schools and programs which have the ability to effectively meet their needs. Blessed Sacrament Catholic School strives to provide the accommodations and/or modifications within the scope of our school's resources for students who are identified as having special learning needs. Blessed Sacrament Catholic School will collaborate with parents/guardians, the public school, and appropriate agency and/or professional when providing services for the child.

SCHOOL CALENDAR

The school calendar is set up by the Principal, in consultation with the School Council, of the school according to requirements and standards of the Archdiocesan Department of Catholic Schools, Texas Catholic Conference and Texas Education Agency.

Catholic schools must teach 180 days and operate for a minimum of seven hours daily including lunch and recess period.

A general school calendar is distributed to all families at the beginning of each school year outlining tentative dates, activities and events. In addition, an updated and detailed calendar is distributed at the beginning of each school month.

ARRIVAL AND DISMISSAL OF SCHOOL

School Day

7:05 a.m. - 7:35 a.m.	Morning Care (School Gym)
7:35 a.m.	Homeroom Classes Open
7:55 a.m.	School Day Begins with Morning Bell; Morning Prayer and Announcements
3:00 p.m.	School Day Ends with Dismissal Bell
3:00 p.m. – 6:00 p.m.	After School Care
3:15 p.m.	Car Line Concludes, Students Dismissed to After School Care
3:15 p.m.	Athletic Practices and Extracurricular Meetings Begin

Teachers are not available to meet with parents before school. Each school day begins at 7:55 a.m. and ends at 3:00 p.m. The school is not responsible for students on the school grounds before 7:05 a.m. or after 3:15 p.m. unless students are in a supervised school activity. Between 7:05 a.m. and 7:35 a.m., students who are brought to school by their parents are to be dropped off in the designated arrival area or walked to the school gymnasium. In either case, students should report directly to the gym. After 7:35 a.m. students should report directly to their classroom.

Students who arrive after 7:55 a.m. will be deemed tardy and must be accompanied to the classroom by their parent(s) to ensure their safety and attendance. Students who arrive after 8:30 a.m. will be deemed tardy and must be accompanied to the School Office by their parent(s) to ensure their safety and attendance.

Students who arrive after 7:55 a.m. on the days in which the school celebrates liturgy will be deemed tardy and must be accompanied to the church by their parents to ensure their safety and attendance. In the event that a student is not accompanied to the office by the parent(s), the consequences may include parent conference with administration, added service hours, and/or a \$50 fine. Administration retains the right to determine course of action. Under no circumstances may a student walk to their classroom building to leave their belongings before proceeding to church after 7:55 a.m.

Students must remain on carline until picked up by parent or sent to After School Care. The playground is closed between 3:00 p.m. and 3:15 p.m. Students are expected to be off the school grounds by 3:15 p.m. While waiting for school dismissal, all cars must wait in the parking lot. No one is allowed to drop off, pick-up, or park on Sharon Drive before or after school. No parking for Blessed Sacrament Catholic School is allowed in the Child Development Center parking lot at any time unless you have a child enrolled at the Child Development Center.

After School Pick-Up Policy: Students that are not picked within 15 minutes of the school's dismissal time, will be taken to the After School Care by School Car Line monitors.

The After School Care Staff will keep these children under their supervision until 6:00 p.m. The first occurrence will warrant a \$25.00 registration fee per child for After School Care in addition to the daily fee per child.

Blessed Sacrament Catholic School rules directly apply to After School Care Program and must be observed by each student enrolled in this program. The ASC Director and Principal reserve the right to limit the attendance of a student for behavioral and financial issues. The ASC has a discipline system with behavioral consequences that are established at the beginning of each school year.

a. Daily Drop-in After School Care Fee:

- The charge will be \$25.00/per day per child.
- There is no reduction in rate for early pick-up of drop-in students.
- After two drop-in days in one week, other rates apply.

b. Full-time After School Care Fees:

- Full-time After School Care students pay the monthly fee regardless of absences and school holidays.
- August and December fees are not pro-rated because full-time fees are set up on a yearly basis and divided into 10 equal monthly payments.
- A late fee of \$1/ per minute/ per child will be charged for students picked up after 6:00 p.m.

ATTENDANCE

Each child is to attend school as regularly as possible unless a legitimate reason dictates otherwise. A student who has been absent is always at a disadvantage because the learning experience has been disrupted.

A student arriving after 10:00 a.m. or leaving before 2:00 p.m. is marked as absent for one-half day. On designated early release days, a student leaving before the designated dismissal time will be marked absent for one-half day.

Any student who is absent for one-half day or more on the day of a planned extracurricular activity or event may not participate without the permission of the administration. If a student is absent one-half day or more on the last day of the school week, then he/she may not participate in any planned extracurricular activities or events that weekend without the permission of the administration.

If the child will be absent, the parent/guardian is to notify the School Office by 9:00 a.m. Homework may also be requested at this time.

Students who have been absent or tardy from school must, on their return to school, bring a written note or excuse. The note should contain the date of absence/tardy and reason for absence/tardy. A student not physically present at school, excused or unexcused, is marked absent/tardy, and the absence/tardy counts against perfect attendance. In order for the absence/tardy to be excused, there must be written documentation.

Regular and punctual attendance has a marked influence upon scholastic attainment. Texas State Law and Blessed Sacrament Catholic School require that students attend 90% of the instructional days per school year or be required to repeat that grade. Therefore, eighteen (18) absences may result in the student repeating the grade. When a student has accrued more than ten (10) absences, the parent/guardian will be notified by letter of the student's attendance status, and it will be referred to the Administrative Team to determine if any additional action should be taken.

A doctor's excuse will be required after more than three consecutive absences for those days to be counted as excused absences.

Once on the school ground, no child may leave the grounds DURING SCHOOL HOURS. Exceptions are:

1. Express permission of Principal is given.
2. Parent, guardian or person designated by parent takes child out of school for legitimate reason.
3. When the student leaves the school premises, the school will not be responsible for the student and/or their actions.

All children must be dismissed and readmitted through the School Office for any absence during the school day, and only authorized personnel will be allowed to release a child through the School Office.

Blessed Sacrament Catholic School recognizes certain families may follow procedures outlined in a parent-child relationship document. In these circumstances, Blessed Sacrament Catholic School is required by law to follow the directives outlined in the document. Both the custodial parent and non-custodial parent are asked to respect the school's responsibility in these matters especially when releasing a student during school hours. Failure to comply with this policy may lead to the dismissal of the family from Blessed Sacrament.

Medical appointments during class hours are discouraged. If in the case of necessity, an appointment can be made only during school hours, a written note from the parent must be sent in the morning. In order to be readmitted, the student must have a doctor's note. If the appointment exceeds two (2) hours or longer, the student will be marked absent for one-half day.

Student Illness: In case of student illness or similar emergency, the School Office will notify the parent or guardian and make arrangements for a child's dismissal. When a parent cannot be contacted, persons who were listed for emergency contacts will be notified.

Dismissal: Classes are dismissed at 3:00 p.m. each day. On occasion, classes are dismissed at 12 Noon or 12:30 p.m. for Faculty Meetings. Children are to be picked up promptly. Any child left on the premises 15 minutes after dismissal will be taken to After School Care at the parent's expense. No student may leave school without an authorized adult. There must be a note from the parent/guardian on file in the School Office giving a student permission to walk home, ride the city bus, or leave the grounds with any adult other than those listed on the emergency card.

Tardies: Tardy is defined as any arrival after 7:55 a.m. and/or being late to an individual class. Students are considered tardy if they are not inside the classroom when the bell begins to ring. Blessed Sacrament Catholic School uses the 7:55 a.m. ringing of the Church bells as the official beginning of the school day.

Class tardies are controlled by the classroom teacher. Any other classroom requirement will be outlined by the classroom teacher. Medical appointments are considered excused tardies when accompanied by a written note from the doctor. Any other excused tardies will be left to the discretion of the administration. Tardiness disrupts learning for the child and classmates, and by state law, tardies are documented on the student's permanent record.

In our ongoing effort to highlight and celebrate a student's positive habits, students with perfect attendance are rewarded on a weekly basis. If a student has zero absences and zero tardies for the week, then they may come in blue jeans or blue jean shorts, cargo shorts or Capri's with an appropriate Blessed Sacrament polo, t-shirt or jersey and tennis shoes on the following designated Blessed Sacrament Spirit Day.

Any student with more than one (1) tardies will be ineligible for Perfect Attendance Certificate.

STUDENT RECORDS

A cumulative record will be maintained for each child from his/her entrance into school until his/her termination at the school. The record shall comply with Archdiocesan, Texas Catholic Conference and Texas Education Agency requirements and standards.

The written and dated consent of parents must specify the records to be released, the reason(s) for such release, and the person(s) to whom such records are being released.

Parents have the right of access to the student's educational records and may request that statements be changed or deleted. If the school decides not to change or delete records, statements made by parents will be included in the record.

The following steps will be taken when the decision is made to transfer from Blessed Sacrament to another school:

1. The family will notify the Principal in writing three days in advance of their decision to transfer.
2. Students are required to return all textbooks, library books, and other school property.

3. All payments must be up to date, including school payments, cafeteria payments, fines, etc. No records will be released until all accounts are cleared.
4. Transfer cards will be given to parents when all books and payments are cleared.
5. Official records will be released from Blessed Sacrament Catholic School only at the request of the school to which the child transfers.

The parents must make a request in writing to access (to view or receive copies of) the students educational records. The request must be received by personnel in the School Office at least twenty-four hours in advance.

Under federal law, non-custodial parents have the right to access their child's educational records. Blessed Sacrament Catholic School will provide non-custodial parents with access to educational records unless a parent-child relationship document explicitly prohibits this access by non-custodial parents.

Families of Blessed Sacrament Catholic School may access the family director on the RenWeb Parent Portal. A family may request to limit information published in the directory.

CONDUCT AND DISCIPLINE

The school Principal, with the assistance of the faculty and the input of parents, must develop a code of conduct and disciplinary procedures based on Catholic values and the dignity of the human person. The purpose of the code of conduct is to develop sound moral character, responsibility and citizenship.

Each school must have its code of conduct and discipline procedures published in the school handbook. Parents and students must sign a letter indicating that they have received the handbook and agree to be bound by the provisions it contains. The handbook is distributed to students and parents for the purpose of communicating all school policies and procedures, including the code of conduct, at the start of the school year.

At Blessed Sacrament Catholic School the purpose for discipline is to create an environment for learning. The disciplinary system focuses on the encouragement of positive behavior for academic and spiritual growth. Teaching and leading the student to self-discipline is a necessary part of the school curriculum. Additionally, Blessed Sacrament Catholic School reserves the right to issue consequences for student behavior occurring off campus when the behavior contradicts the school's mission statement or code of conduct.

However, students will make mistakes from time to time and will need direction and guidance. The administration, counselor, faculty and staff to the best of their ability will give this help. Parents are required to do their part in cooperating when informed of unacceptable behavior of their child. Students must realize that their actions have consequences. Depending upon the gravity of the offense, the consequence will be determined at the discretion of the administration, faculty and/or staff.

Behavior Standards

The behavior standards for students of Blessed Sacrament Catholic School are based on the school's Mission Statement and Objectives. This includes development of pride and respect for self, respect and courtesy for other students and adults of the Church and School community.

Respect for Others – The following are examples of unacceptable actions and may result in disciplinary consequences:

- Chewing gum on the premises of BSS
- Damage, destruction, interruption of use or defacement of school property and facilities either deliberately or as a result of negligence.
- Defacement or destruction of another's clothing or possessions
- Destructive tampering with school computer hardware and/or software
- Disruptive behavior

- Hitting, kicking, spitting, fighting while on school property or at school sponsored events
- Horse-play
- Littering
- Name calling, teasing, unkind remarks
- Possession of materials deemed inappropriate for learning in a Catholic School (i.e. electronic devices, pornography, etc.)
- Possession, use, or concealment of a weapon (a weapon is any instrument, which may produce bodily harm or death on school property or at school related activity)
- Threatening, intimidating, coercing, directing abusive language, or displaying blatant or public disrespect towards any student, faculty or staff while on school/church property and/or school sponsored functions
- Vandalism (including furniture, grounds, books)

Respect for Self – The following are examples of unacceptable actions and may result in disciplinary consequences:

- Abusive or vulgar language (drawn, written, spoken or gestured)
- All forms of dishonesty, direct and indirect: cheating, lying, and stealing
- Failure to complete, turn in assigned work (homework, projects)
- Failure to obtain parent signature or turn in signed papers (i.e. tests, exams, folders)
- Forging another's name (such as parent signature)
- Improper behavior in Church— irreverence, disrespect for the worshipping community
- Improper grooming, lack of cleanliness, use of makeup, alteration of hair color, violation of nail policy
- Improper uniform
- Inappropriate displays of affection
- Participation in a gang, or in gang related activities, or in enhancing the image of gangs by way of symbols, graffiti, or other forms of gang identification.
- Use, delivery or possession of alcohol, drugs, narcotics, or tobacco on school property or at a school-related activity.

Respect for All School Personnel – The following are examples of unacceptable actions and may result in disciplinary consequences:

- Disruption of classes
- Lack of cooperation on part of student
- Disrespectful attitudes or actions, disobedience, and/or physical harm to any student, faculty, staff member or parent or campus visitor.
- Threatening behavior or harassment of school employees
- Possession of any object used as a weapon or with harmful intent

Safety Issues – The following are examples of unacceptable actions and may result in disciplinary consequences:

- Being out of class without permission
- Being in an unsupervised area
- Being out of assigned area at recess and dismissal time
- Repeated class tardiness
- Leaving the school premises without authorized adult supervision
- Behavior endangering the safety of another
- Disorderly conduct
- Failure to follow directions of teacher/chaperones
- Ignoring safety rules of school grounds, playgrounds, buildings
- Misconduct during emergency drills
- Running on stairways/hallways
- Tampering with school equipment (thermostats, science lab equipment, athletic equipment, computers, etc.)

- Other actions which are not specified but are significantly detrimental to the best interest of Blessed Sacrament Catholic School and/or its students, faculty and staff as determined by the Pastor, Principal, assistant Principal or teachers.

Disciplinary Consequences

The following measures are some examples of preliminary disciplinary action that may be used:

- Polite request to discontinue action
- Denial of privileges
- Appropriate time out
- Assignment of special tasks
- Conference with student
- Phone call to parents
- Behavior contract
- Parent/student/teacher conference
- Morning Detention
- Afternoon Detention
- Saturday School
- In-School Suspension (ISS)
- Off-Campus Suspension (OCS)
- Referral to Office
- Other consequences deemed appropriate by faculty and administration

Sequence of Consequences for Intermediate and Middle School Students

Demerits are used to document discipline. A demerit and an age-appropriate consequence is issued to the student.

Three demerits will result in an afternoon detention issued to the student. An afternoon detention will be served on a designated day from 3:15 p.m. to 5:00 p.m.

Six demerits will result in a morning detention issued to the student. A morning detention will be served on a designated morning from 6:15 a.m. to 7:30 a.m. In addition, the Dean of Students will issue a behavior contract and hold a phone conference with the parent or guardian. The behavior contract is returned to the Dean of Students the next day with a parent signature.

After nine demerits, the student will serve an In-School Suspension the following school day. In-school suspensions will be served on the designated day and will entail the student working away from the classroom in the School Office or designated classroom. Additionally, the student will be suspended from any extracurricular activities for a designated period determined by the Principal.

After twelve demerits, the student and he/she will serve a three day Off-Campus Suspension the following school day. At this point, the student will be on behavioral probation for the remainder of the school year. A re-entry conference with a student, parent or guardian, Principal and the Pastor is required to determine if voluntary withdrawal is necessary.

All of the above steps may be omitted; if the offense is serious enough in nature, a behavior referral, suspension, or expulsion may be an immediate consequence. The administration, faculty, and/or staff will make this decision.

Maintaining the Dignity of the Human Person – A Catholic School Approach to Fostering a Bully Free Environment

All of humanity has been created in the image of God and possesses a basic dignity and respect that comes directly from our creation and not from any action on our part. With this premise of the Catholic Church in mind, all students at Blessed Sacrament Catholic School are to be treated with dignity and respect.

Harassment in any form, including bullying and cyber bullying, is prohibited. Bullying contradicts our faith and mission statement. It is defined as acts of manipulation and/or aggression by one or more person(s) against a person. Bullying can further be defined as either physical (including verbal or written), or non-physical.

Any member of the Blessed Sacrament community may report suspected bullying using a Bully Reporting Form. A reporting form may be requested from the School Office or any member of the faculty and staff. Additionally, a Bully Reporting Form may be completed on the school's website. Students are highly encouraged to provide their name when

reporting, but the school respects a student’s right to report anonymously. When a Bully Reporting Form is received, the Principal will begin an initial investigation based on the information detailed in the reporting form. As needed, the Principal may solicit the assistance of the Pastor, Counselor, Dean of Students, the Department of Catholic Schools or local law enforcement authorities based on the submitted information.

The following are examples of actions which may be classified as moderate and severe bullying. This is not an exclusive list of actions and the Principal or designee may interpret other acts as belonging to these categories when such acts occur.

Tier One Bullying Actions

Teasing	Mocking	Poking and Prodding
Taunting	Name Calling	Invasion of Personal Space
Spreading Rumors	Writing Mean Comments	False Blame
Gossiping	Rude Gestures	Exclusion
Putting Someone Down	Hiding Belongings	

Tier Two Bullying Actions

Defacing Property	Cyber Bullying	Scratching
Stealing	Hitting	Hair Pulling
Humiliation	Pushing	Biting
Confining Another Student	Kicking	Verbal Threats
Ethnic Slurs	Spitting	Drawings of Violence
Extortion	Punching	

Once a student’s behavior has been seen to illustrate the qualifying traits above, the Principal will determine whether the student’s action(s) qualify as bullying. After that determination, the following processes will be followed ensuring the dignity of the student is maintained while facilitating a plan to remedy a student’s pattern of behavior. The Principal or designee may impose additional consequences or requirements as he/she deems appropriate to the offense and the efforts to remediate the behavior. Family privacy laws prohibit Blessed Sacrament Catholic School from discussing student consequences with other members of the school community.

Sequence of Consequences for Tier One Bullying Actions

The first incident will result in a loss of privileges and a consequence. The student will also be required to meet with the School Counselor to discuss a behavior correction plan.

The second incident will result in Morning Detention from 6:15 a.m. to 7:30 a.m. Once a student has demonstrated a second incident of moderate bullying, the Principal will impose additional consequences and restrict a student’s extracurricular participation.

The third incident will result in In-School Suspension. Once a student reaches the third incident, then a pattern has been identified and the student will be placed behavior contract for continued enrollment.

Sequence of Consequences for Tier Two Bullying Actions

The first incident will result in Off-Campus Suspension. In addition, the Principal will require counseling and restrict a student’s extracurricular participation.

The second incident will result in two (2) day Off-Campus Suspension. The student will meet with a review committee, which will include parent, homeroom teacher, level coordinator, Principal and Pastor to determine the terms of a behavioral probation/contract or possible expulsion.

Please note that once a student's behavior has been defined as bullying, the student's parents or guardians will be notified. All incidents of bullying will warrant communication with parents. In addition, the administration retains the right to bypass the sequence of consequences in the best interest of the student and school community. Please refer to pages 35-36 for limitations of awards/recognitions due to suspensions.

Definitions

Demerit – A demerit is issued for either academic or behavior reasons and is an initial written consequence. The goal of the demerit is to document and correct minor academic or behavior problems. Each demerit comes with a consequence.

Detention - Detention will be served on assigned day. Students must serve detention prior to attending after school activities, practices or games. Written notice of detention will be sent home with the student for parent notice and signature. Parents must call the Principal to have a student excused on the designated detention day in the event of a pre-existing medical/dental appointment or family emergency. Students may not make alternate arrangements. Failure to serve detention without notice will warrant an additional demerit and attendance at the next designated detention.

Suspension – The Principal or designee may suspend a student for a serious violation of school regulations. Written notice will be given to the parents or guardians of the student along with documentation of violation(s). No suspension will last longer than three (3) days. Suspension can take the form of:

In-School Suspension (ISS) – The student will report to designated area for the length of school day.

Off-Campus Suspension (OCS) – The student will stay home for a certain period of time. He/she is responsible for completing all class and home assignments. Students serving Home Suspension will receive a maximum of 70% in each class for that day.

Please refer to pages 35-36 for limitations of awards/recognitions due to suspensions.

Grievance for Non-Expulsion

All disciplinary actions/decisions that do not result in student expulsion will be resolved at the local school level. Neither the local grievance council nor the Archdiocesan Grievance Council will hear these matters.

Dismissal and Expulsion

Expulsion is a serious matter and is invoked only as a last resort. It will follow a grave offense or a series of offenses indicating constantly uncooperative attitude on the part of a student or the parent(s)/custodian(s) of a student. When such a serious case arises the following procedures will be followed:

1. There will be a conference with the Principal, teacher and student. If the problem cannot be resolved, the student is suspended.
2. This is followed by a conference with the Principal, Teacher and Parents. If no solution is reached, another conference is held with the Pastor.
3. The Principal and Pastor then decide either to readmit or expel the student. If the decision is for expulsion, the Archdiocesan Superintendent of Catholic schools is notified of the fact and given a brief explanation of the reason.

A student who has been convicted of a misdemeanor or felony or who has been the subject of a juvenile hearing which results in adverse finding, while outside of school, and/or whose presence presents a threat to the safety of other students, school employees, or school property or to the educational process, will be subject to any penalty including dismissal.

Immediate Dismissal and Expulsion

A student may be subject to immediate expulsion when he/she:

- Participates in disruptive activities by a group, including but not limited to gang-related association, activities or conduct.

- Possesses, uses, or delivers narcotics, illegal or dangerous drugs, or alcohol on school campus or at school sponsored activities.
- Possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at school sponsored activities.

Regulations on Alcohol, Drug Use and Weapons

No student shall possess, use or attempt to possess, use, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

- Any controlled substance or illegal or dangerous drug as defined by law and this handbook, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, unauthorized prescription medication or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
- Cigarettes or any other form of tobacco products.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug.

Definitions

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath and speech.

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

Students who violate this policy shall be subject to disciplinary action including expulsion.

A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student’s use shall not be considered to have violated this policy. (Please note that any prescribed medication used by someone other than for whom the medication is prescribed is considered an illegal drug).

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. The consequence is expulsion.

A student who has been convicted of a misdemeanor or felony for the possession, use, or sale of an illegal or dangerous drug or narcotic, or who has been the subject of a juvenile hearing which results in adverse finding, while outside of school, and/or whose presence presents a threat to the safety of other students, school employees, or school property or to the educational process, will be subject to any penalty including dismissal.

No student may unlawfully bring onto school grounds any firearms or other instrument (including pocketknives) which might reasonably be considered dangerous to the possessor or to other students. Specifically, a student may not knowingly possess, handle, or transmit any object that can be considered a weapon on school grounds at any time, or off school grounds at any school activity, function or event. Violation of this by a student will subject student to any penalty including dismissal from school.

According to Texas law, it is a crime for any person, student or non-student, to carry a firearm or any other type of dangerous weapon within 1,000 feet of school property, onto a school campus or bus or at school sponsored athletic, social, or extracurricular activities. The person who does this should be immediately reported to the police. The Principal should notify the parents of any student who is arrested for violation of this statute. There are no exceptions.

Lockers and other personal property may be searched by the administration for alcohol, drugs, other controlled substances, weapons, or for other matters deemed necessary by the administration. Students do not have, and should not have any expectation of privacy in these matters.

Harassment-Free Environment for Students

Archdiocesan policy requires the following policy: The schools of the Archdiocese do not condone harassment of any kind. All students of the Archdiocese are to be treated with dignity and respect. Harassment in any form, including bullying and cyber bullying, is prohibited. Bullying, a form of abuse, can be defined as repetitive acts of manipulation and/or aggression by one or more persons against a person. Bullying can be further defined as either physical (verbal or written), or non-physical.

Sexual harassment must be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the student
- Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment

Verbal harassment must include derogatory remarks, jokes, or slurs and can include belligerent or threatening words spoken to another.

Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

It is the responsibility of the student to:

- Conduct himself or herself in a manner which contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating, or harassing
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome
- Report all incidents of discrimination or harassment to the Principal. If he/she is not available, report incidents to another school personnel
- If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately

Complaint Filing and Investigation Procedures

The following procedures must be followed for filing and investigating a harassment claim:

- The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the person must report the harassment to the Principal. In the case of sexual harassment allegations, the person is free to raise the issue with another administrator if he/she prefers to do so.
- If the complaint is against the Principal, the person must report the incident to the Pastor or the Superintendent.
- As soon as the verbal report has been given, school personnel must report the incident to the Parent and Superintendent.
- The person alleging harassment will be asked to complete a formal written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegation.
- Once the facts of the case have been gathered, the Principal, in consultation with the Pastor and Superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including expulsion.

- If the complaint is against a non-employee such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

School Uniform

Students must be in COMPLETE uniform daily including the designated physical education uniform. The student is not in full uniform if there is a prescribed article of clothing missing or substituted. Neatness and cleanliness is expected of each student. The Principal reserves the right to modify the student uniform policy due to medical reasons after reviewing a doctor's medical note or consulting with the student's parent(s) or guardian(s).

All students are required to wear an all-black tennis shoe, penny loafer and/or a traditional school shoe with the school uniform.

School uniforms MUST be purchased at the Blessed Sacrament Catholic School Uniform Store unless otherwise approved by the Principal in writing. The complete list of uniform items which must be worn, as well as the policy on shoes and other non-uniform items, is available in the uniform brochure. Please note that shoes and belts must be completely black in color. For safety purposes, students in Pre-Kindergarten 4, Kindergarten, and First Grade must wear a slip on shoe or shoes with Velcro straps.

A solid white long-sleeved t-shirt or a solid red long-sleeved t-shirt may be worn under the school uniform shirt or blouse. The long sleeved undershirt must be of the same color as the school uniform shirt worn and the long sleeved t-shirt shall have no visible writing or graphics on the sleeves or body.

Only the BSS blue fleece jacket, red cardigan sweater, or red pull-over sweater are allowed to be worn in the classroom. Other jackets/sweatshirts, including C.Y.O apparel, may be worn during cool weather, but must be taken off when entering the buildings.

A \$2.00 fine per day will be charged for each boy who does not wear a black belt or tie on designated days and for each girl who does not wear a tie with the school blouse to school.

Grooming

High standards of grooming and neatness in dress are a must at Blessed Sacrament Catholic School. Cleanliness is expected of each student.

All School-related activities are subject to dress code guidelines, including field trips, dances, and Athletic Banquet. Facial makeup, including eye makeup, colored nail polish, French nails, false fingernails, or sculptured nails are not permitted whether in school uniform or on any special dress code day and will be disposed of by faculty. Girls may wear clear (no tint or additives) nail polish.

Hairstyles (boys and girls) will be conservative, out of the eyes, and well-trimmed at all times. Extreme and/or fad hairdos, as determined by the school administration, are prohibited. Alteration of hair color, including highlights or frosting, is prohibited and will result in a consequence determined by the school administration. Approved headbands or hair ribbons and bow colors include only the school colors of blue, red, and white. Headbands and hair ribbons may be solid in color or a combination of blue, red and white.

Boys' hairstyles are to be moderate, avoiding extreme fashions. The administration will be the final judge of what hairstyles will be accepted. Examples of extreme styles that are not permitted include, but are not limited to, shaved head, mushroom cut, grooved, line spiked, dread locked, tailed hair, or hair designs of any kind. Long hair that is tucked or jelled behind the ears as well as watered down hair is unacceptable. As styles change and new fads appear, parents should consult the administration before having a student's hair cut in a doubtful style. Hair should be tapered on the sides and in the back, should not reach the collar, should not come over the ear, nor fall below the eyebrows. Hair must

be neatly combed or brushed at all times. Sideburns should fit the hairstyle – no longer than the middle of the earlobe. Facial hair such as a mustache is not permitted. Students with facial hair are expected to be clean-shaven.

Simple jewelry is permitted. One religious necklace is acceptable. No body piercing or tattoos will be allowed. Boys will not be allowed to wear earrings. Girls may wear only one pair of stud earrings (one stud earring per earlobe only). Students are allowed to wear one ring, one wristwatch, and one bracelet appropriate to the Catholic setting. Hair ties/bands and printed wristbands are not considered bracelets and thus may not be worn on the wrist. Only one small religious or patriotic pin on tie is acceptable. THE ADMINISTRATION RETAINS THE RIGHT TO DECIDE WHAT IS ACCEPTABLE OR NOT. THE SCHOOL OR CHURCH IS NOT RESPONSIBLE FOR LOSS OR THEFT OF PERSONAL BELONGINGS.

Students should keep uniform shoes clean and polished. Uniform Shoes shall be completely black in color. Clothing should be clean, free from stains and fading, without holes and in good condition. Shirts will be kept tucked in to pants or walk shorts at all times so that waistband is visible. Printed t-shirts under boys' shirts or dark colored undergarments under girls' blouses may not be worn. Oversized blouses, shirts, pants, shorts, belts, and sweatshirts will not be tolerated. Pants are to be worn at waist level and no lower. Skirts should hang to knee.

If a student comes to school without a proper article of uniform, a new article may be issued, and the parents will be charged for the cost of the issued uniform article.

Bike shorts may not be worn under the school uniform.

The Principal reserves the right to modify the student grooming policy due to medical reasons after reviewing a doctor's medical note or consulting with the student's parent(s) or guardian(s).

Special Dress Days

The administration retains the right to decide what is acceptable. The following lists are suggested guidelines. They are not all-inclusive. Complete school uniform is always an option on special dress code days.

Sunday Best – Acceptable Clothing

- Button up and polo shirts
- Blouses and tops with modest neckline
- Skirts or dresses – hang to touch the top of the kneecap when seated. No spaghetti straps unless accompanied by a jacket
- Trousers and pants – appropriate leg width and fit
- Good shoes

Free Dress

- Guidelines described above in Sunday Best
- Blue jeans, khaki pants, Capri pants
- Comfortable, clean shirts (no holes, inappropriate pictures or printing)

My Birthday Free Dress

To help celebrate God's gift of life on a student's birthday, the school welcomes the student to come in free dress on the day of his or her birthday. If the student's birthday falls on a Saturday, Sunday, field trip, school holiday, or other day designated by the school's administration as a uniform day, then the student is asked to coordinate their My Birthday Free Dress day with their homeroom teacher. Those students who have a summer birthday (the day following the last day of school through the day before the first day of school) are asked to subtract six months from their birthday and celebrate "My ½ Birthday."

Blessed Sacrament Spirit Day Dress – Acceptable Clothing

- School polo, t-shirt or jersey
- Uniform pants/walking shorts
- School shoes

Special Theme Dress – Apparel as announced

Eighth Grade Activities

For eighth grade graduation, the following guidelines must be followed: For the girls, a Sunday dress must have a modest neckline (no low-cut, no spaghetti straps unless accompanied by a jacket, no off-the-shoulder dresses). Dresses must hang to no more than 2 inches above the knee. Dresses below the knee are also acceptable. For the boys, slacks, dress shirt and tie will be required. Graduation cap and gown will be worn by all graduates. More detailed dress instructions will be given at the annual Eighth Grade parent meeting.

Unacceptable At All Times

The following items are not acceptable for any special dress day or regular uniform day.

- Baggy or tight pants or trousers
- Baggy/large-legged or tight jeans
- Leggings
- Short shirts (less than 5" inseam)
- Frayed hems on pants, jeans or shorts
- Tight dresses, shirts, or skirts
- Skirts or dresses that hang more than two inches above the knee
- Low-rise skirts or pants
- Dresses or skirts with high cut slits
- Sweat suits, wind suits
- Pajamas (including flannel pants)
- Tops or dresses with spaghetti straps or narrow straps unless accompanied by a jacket
- Midriff, tight, or crop tops
- Flip-flops or backless shoes
- Boots
- MAKEUP OF ANY KIND

FAILURE TO FOLLOW SPECIAL DRESS CODE GUIDELINES WILL RESULT IN THE LOSS OF PRIVILEGE FOR THE NEXT SPECIAL DRESS CODE DAY.

Personal Belongings

All personal belongings, including school supplies and clothing items, must be well-marked from the beginning of school. Children are discouraged from wearing expensive jewelry to school. EACH CHILD IS RESPONSIBLE FOR HIS/HER BELONGINGS.

Students will not bring personal electronic devices (including but not limited to iPods, iPads, cameras, MP3 players, CD players, tape recorders, electronic games, "fancy" electronic watches, beepers) or any type of trading cards to school without the express written permission of Administration or teacher. Any electronic device that is brought to school without the school's permission will be picked up and brought to the office. Parents must pick them up at the office. There will be a \$25.00 fine, which shall be paid prior to the return of the electronic device(s). These items are not allowed during school hours or after school. Blessed Sacrament Catholic School is not responsible for damage, theft, or loss of any personal belongings of value.

The School Administration strongly recommends cellular phones be left at home. In the event a phone must be brought on campus, then it must remain off and turned into their homeroom teacher at the beginning of the day. The homeroom teacher will then return the phone to the student at dismissal. Electronic devices, including cell phones, must remain off and stowed during Before School Care, dismissal, After School Care and extracurricular activities. Use of cell phones is only permitted for communication with parents in the presence of a faculty or staff member. No cell phones may be used to take pictures. No harassment or threatening of individuals via the cell phone is permitted. Cell phones may not be used for playing games, accessing the Internet or e-mail, gambling, or making purchases of any kind. Those who violate any of the rules on cell phones may forfeit their privileges of bringing them to school. Cellular phones not used in accordance

with the above criteria will be picked up and brought to the office. Parents must pick them up at the office, and the following fines will be imposed upon the student and/or parent for each violation.

- First violation - \$30.00
- Second violation - \$60.00
- Each subsequent violation - \$100.00

The Lost and Found department in the school cafeteria should be checked for lost articles. Articles which cannot be identified within 30 days will be given to the Uniform Exchange Program.

Lavatory

Children use the lavatory facilities before school, at break, at recess, at noon, and after PE classes. Children are discouraged from using lavatory during class time because they miss important class instruction. Parents are requested to inform teachers if a child has a problem that may require more frequent use of the lavatory.

School and Church Property

Parents are responsible for damage done to school or Church property by their children.

The telephone in the School Office is a business phone. It is available to students only in the case of illness or an emergency. There is a charge for calls for forgotten items including but not limited to lunches, projects, homework, signed tests or discipline slips, books, athletic shoes, picture orders, etc.

Textbooks

Textbooks are purchased by the school and rented to the students. Book covers are provided by the school and must be used at all times. Since the textbooks are the property of the school, parents are requested to see to it that good care is taken of the books. Fees will be assessed if books sustain damage of any kind. In case of undue damage, parents are liable for the cost of replacing the book.

Parish Facilities

Persons/groups wishing to make use of parish facilities must make arrangements through the Church office.

STUDENT MORALITY

Blessed Sacrament Catholic School will follow Archdiocesan policy with regard to pregnancy and abortion. A copy of the policy is available in the School Office.

GRIEVANCE AND REDRESS POLICY

Composition of the Local Grievance Council

The Local Grievance Council shall be composed of three to five members appointed by the local School Council.

Duties and Process of the Local Grievance Council

Both parties to the grievance will prepare a complete written statement of the nature of the grievance and the remedies sought. The Council will review these statements and the procedures followed and decide if additional steps need to be taken or if it will uphold the decision of the Principal.

If the decision of the Council is to uphold the Principal's decision, then the process moves to No. 8.

If the decision of the Council is such that it feels that additional discussion of the situation needs to take place, it will call a meeting of both parties to the grievance.

Each party to the grievance must be accompanied by one other individual who is not an attorney and who will act as observer/advisor. This individual is not to directly address the Grievance Council.

Both parties will appear before the Grievance Council together and make an oral presentation of the written statements presented to the council. The aggrieved party will make the first presentation. At no time is there to be cross-examination of direct discussion between parties to the grievance.

After both presentations have been completed, the Council will enter into closed session to consider the oral and written presentations.

The Council may recall, together, both parties to the grievance for clarification of points that may have been raised in either the written or oral statements.

The Grievance Council will render its decision in writing according to both parties involved.

A student who has been convicted of, pled guilty or no contest/nolo contendere to, or received deferred adjudication, probation, or pre-trial diversion for a misdemeanor or felony or who has been the subject of a juvenile hearing which results in adverse finding, probation, deferred adjudication, or pre-trial diversion, and/or whose presence presents a threat to the safety of other students, school employees, or school property or to the educational process, will be subject to any penalty, up to and including dismissal.

Depending upon the circumstances or the nature of the charges or arrest, a student may also be suspended, expelled, or dismissed:

- during the pendency of any criminal charges; or
- if in the Principal's discretion, the charge or arrest warrants disciplinary action even in the absence of a finding of guilt or the lack of a conviction.

Local Grievance Policy (Non-Expulsion and Non-Termination)

All complaints that do not result in expulsion or termination will be resolved at the local school level. The Archdiocesan Council of Conciliation will not hear these matters.

Blessed Sacrament Catholic School wishes to provide an opportunity for individuals to be heard. The administration of this school shall establish and maintain procedures through which the parents of students may seek redress from a policy, regulation, or a decision that is perceived to work hardship on an individual or group. Student grievances will be presented by the students in the presence of their parents, or legal guardians. The primary aim of this procedure is to set forth a guide to establish procedures for any grievance, that is, to provide fair notice and fair hearing of the matter.

Grievances may be heard from individuals, parents and parent organizations, but in all cases the opportunity to be heard shall be forfeited if the procedures outlined below are not followed precisely.

As used in this procedure, a "grievance" shall mean a complaint regarding any action taken by a teacher or administrator toward a student in the enforcement of discipline, policies and/or regulations; or a complaint by an employee regarding discipline or working conditions.

Prior to the initiation of a formal grievance procedure, parents who seek redress for their child(ren) in matters of policy, regulation, or discipline must first confer directly (either face to face or by telephone), with the teacher, staff member or administrator complained against, for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint, including a brief summary of the issue, must be submitted within 5 school days of the initial conference.

2. Presentation of the complaint to the Principal. If complaint is lodged against Principal go directly to School Council Secretary.
3. If no satisfactory solution results, go to School Council Secretary who informs the three member Grievance Council. *
4. If aggravated party is not satisfied with the Grievance Council's decision, an appeal may be made to the Pastor.
5. The composition and duties of this Grievance Council are fully explained in the complete Local Grievance Policy.

A copy of the complete Local Grievance Policy may be obtained upon request from the School Office, the School Council President or the School Council Secretary. If anyone wishes to lodge a formal grievance, then a copy of the detailed policy will be a necessity as it includes the time line which must be followed precisely.

Grievance Policy for Student Expulsion and Employee Termination

These policies and procedures shall apply only to instances of student expulsion or employee termination.

Procedure for Student Expulsion

Prior to the initiation of a formal grievance, parents who seek redress for their expelled child must first confer directly with the Principal ("conference") for resolution of the situation. If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

A written statement of the complaint, including a brief summary of all pertinent conferences, must be prepared and filed with the school council secretary within three (3) school days of the conference, or decision resulting therefrom, whichever is later. The date and time of filing will be recorded on the original written statement of the complaint.

The school council secretary will, within 24 hours of filing, inform and forward the grievance to the Local Grievance Council ("LGC"), who will review the grievance proceedings. If it deems necessary, the LGC may hear further statements, evidence or arguments within seven (7) school days of its receipt of the grievance. The LGC will render a decision within ten (10) school days of its receipt of the grievance.

If the aggrieved party is still not satisfied with the decision of the Grievance council, an appeal may be made to the Pastor within three (3) school days of the decision of the Grievance Council. The Pastor/authorized agent will review all documentation of the grievance procedure and set a date for hearing the grievance with all parties of the initial grievance in attendance. This meeting will take place within seven (7) school days of the Pastor's receipt of such an appeal. The Pastor will then render his decision within five (5) school days.

If the aggrieved party remains unsatisfied with the decision of the Pastor, the avenue of further appeal is the Archdiocesan Grievance Council. Such an appeal must be sent in writing within five (5) school days of the Pastor's decision. Pending outcome of the formal grievance, only the Principal or Pastor/authorized agent may, with or without condition, abate the expulsion.

Procedure for Employee Termination

Prior to the initiation of a formal grievance, terminated employees must first confer directly with the Principal ("conference") for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

1. A written statement of the complaint to initiate grievance, including a brief summary of the initial conference must be prepared and filed with the school council secretary.
2. The school council secretary will inform and forward the grievance to the Local Grievance Council. *
3. If the aggrieved party is still not satisfied with the decision of the Grievance Council, an appeal may be made to the Pastor.
4. If the aggrieved party remains unsatisfied with the decision of the Pastor, the avenue of further appeal would be the Archdiocesan Council of Conciliation.

5. Pending outcome of the formal grievance, only the Principal or Pastor may, with or without condition, abate the termination.
6. The composition and duties of this Local Grievance Council are fully explained in the complete Grievance Policy for Student Expulsion and Employee Termination.

A copy of the complete Grievance Policy for Student Expulsion and Employee Termination may be obtained upon request from the School Office, the School Council President or the School Council Secretary as well as the Chancery. To lodge a formal grievance, a copy of the detailed policy will be a necessity as it includes the timeline, which must be followed precisely.

EXTRACURRICULAR ACTIVITIES

The policies set forth here apply equally throughout the entire school complex and at any other place where students are present or are identified with Blessed Sacrament Catholic School. Standards that apply on school days apply also to extracurricular activities.

Any student who is a member of a school sports team, dance team, or cheer team is considered a student athlete. All student athletes must have a physical exam on file at school.

The school will not be held responsible for any students attending any extracurricular school sponsored games unless the students are on the team, dance team, pep squad or cheerleading squad. These students will be supervised by their respective coaches or designated sponsors. Other students who attend must have adult chaperones. The school will not be held responsible for any student's behavior at any eating establishment before during, or after any extracurricular school function. Coaches and teachers are not responsible for transporting team members.

Participation in activities which represent the school is an honor; therefore, students engaged in school activities such as cheerleading, dance team, pep squad, sports and other such activities which require after school practice and meetings, must meet eligibility requirements and have satisfactory behavior in all subjects. Depending on the specific activity, there may be additional standards for participation. Any additional requirements will be clearly communicated to students and parents by the sponsor of that activity.

Eligibility

A student enrolled at Blessed Sacrament Catholic School who remains in good and regular standing is permitted to participate in any school athletic program, including cheer and dance. A student will become ineligible if they receive a grade lower than 70 percent on a progress report or report card. The student will remain ineligible until the next formal progress report or report card is distributed. A student may continue practicing with the team with the expressed approval of the school Principal.

Discipline

Discipline requirements for participating in athletic or other extracurricular activities are outlined in the Discipline Policy. A student will not be allowed to participate in a scheduled athletic practice, game, extracurricular meeting, or activity on the day when the student serves a detention, in-school suspension, or off-campus suspension.

Scheduling

School sponsored organizations will follow the established schedule of events approved by the school Principal. Events which arise after the published schedule must have written permission from the school Principal. Organizations may attend or participate in events that are within a radius of 100 miles of the city. Events outside the 100 mile radius are at the discretion of the school Principal. All events participated in will be left to the discretion of the sponsor with final approval of the school administration.

Uniform

Uniform requirements for all athletes shall be determined by the school administration.

Ethical Code for conduct at Athletic Competition

Both participants and spectators, including parents, will abide by the following rules:

- Decisions of the officials must be respected.
- Respect must be shown for coaches and players of both teams.
- Any image or model of a school mascot should be displayed before home fans only. It should not be parades in front of the opposing team or their spectators.
- Signs may be displayed for identification or for developing school spirit. No one will display a derogatory sign at any athletic event.
- AIAL ruling for Playing Dual Teams: A student on the eligibility list of an AIAL team in Football, Soccer, volleyball, or Basketball may not participate in the same sport, nor any other team, in any other organization during the same calendar season. Failure to follow this rule will constitute removal of the violating player(s) for the remainder of the season. The violating team will forfeit all League and district games in which the violating player(s) participated. The violating team will be banned from advancing to Play-off competition. In addition, the violating school will be placed on a one (1) year probation in the sport in which the violation occurred. Baseball and softball are exceptions due to the limited season.

NOTE: WARNING!!! A school may be disciplined for the offensive behavior of its fans or participants. Such an offense could impose a penalty on the athletic program at Blessed Sacrament. Students and parents are asked for cooperation in order to protect the reputation of the school. What you may judge to be a poor call or unsportsmanlike conduct by an opponent is no justification for the Blessed Sacrament community to exhibit poor sportsmanship. Poor sportsmanship on the part of a student, parent, or guest will result in expulsion from the game.

Athletic Fees

There will be an Athletic Fee charged for each student who is selected to play on a sports team. The fees shall be determined and communicated as appropriate. These fees will be used to directly offset purchases of equipment and other items requested by the Athletic Director and the coaches of each team.

Athletic Banquet

The Athletic Banquet at Blessed Sacrament Catholic School consists of a meal and presentation of awards. The amount of money expended on this event is to be determined by the Principal. All financial accounts must be cleared before an athlete may purchase tickets to the Athletic Banquet.

Eighth Grade Activities

The eighth grade class is allowed a special end-of-school trip funded by the eighth grade class and approved by the school's administration. In case of inclement weather, another outing will be arranged by the administration and faculty.

Eighth Grade Graduation

In order to receive a diploma and report card, ALL FEES (such as tuition, etc.) must be paid BY MAY 15TH.

Graduation Fee \$90 – Transportation for Retreat and End of Year Class Trip, Cap and Gown Rental, and Diploma Cover are added to Tuition payment and paid through FACTS Tuition Management Program.

Ceremonies marking completion of the eighth grade should be kept simple. Activities at Blessed Sacrament Catholic School include a Mass for the graduates, the distribution of diplomas, awards and scholarships and a reception. These activities must stay within the graduation budget amount allocated by the Principal.

If any graduate is found to have participated, influenced others or cooperated with others in defacing school/parish/student/employee property, any Blessed Sacrament Catholic School scholarship may be revoked, and the activity will be documented on their transcript and forwarded to their selected high school.

All eighth grade students are encouraged to participate in annual Blessed Sacrament Eighth Grade Scholarship Program. Scholarships, however, will only be awarded if all financial obligations to Blessed Sacrament Catholic School have been met by the established date of graduation.

HEALTH AND SAFETY

Medical Insurance

Parents must purchase from the school a minimum school insurance policy as required by the Archdiocese for all students who attend Blessed Sacrament Catholic School. If additional accident benefits are desired, forms are available at the School Office.

Participation in football is covered by the above minimum school policy; however, parents of students participating in football are encouraged to consider additional coverage, especially if the child is not covered by a good family insurance.

Emergency Care

If we believe that your child needs emergency care, we will call EMS. We will notify you immediately provided we have your correct telephone number/numbers. If necessary, the child will be transported to the nearest medical facility at parent's expense.

Blessed Sacrament Church, Blessed Sacrament Catholic School, its coaches, teachers, and any other agents or representatives are released from all causes of action, damages, liabilities, expenses and costs whatsoever arising from any accident on school premises or in activities sponsored by the school for the school year.

Child Abuse Policy

The school's administration, faculty, and staff will comply with the requirements of Texas Statutes Family Code, Chapter 261 – *Investigation of Report of Child Abuse or Neglect*. In addition, the school will cooperate with official Child Protective Agencies in identification, reporting, and follow-up reports regarding suspected child abuse and neglect.

Immunizations

The following immunizations are required by law to be current by the first day of school. FAILURE TO COMPLY WILL RESULT IN SENDING YOUR CHILD HOME UNTIL RECORDS ARE BROUGHT UP TO DATE.

- Polio – PK4 must have three doses. For grades K-8, four doses, or three doses of vaccine with one dose on or after 4th birthday
- Diphtheria/Tetanus/Pertussis (DTP) - PK4 must have 4 doses. For Grades K-6, four doses of vaccine with one dose on or after the 4th birthday. For students age 7 years or older, three doses with one after the 4th birthday.
- Tetanus/Diphtheria/Pertussis (Tdap) - For grade 7, one booster dose of Tdap vaccine when at least 5 years have passed since their last dose of tetanus-containing vaccine. For grade 8, one booster dose of Tdap vaccine when at least ten years have passed since their last dose of tetanus-containing vaccine. (TD vaccine is an acceptable substitute if Tdap vaccine is medically contra-indicated.)
- Measles/Mumps/Rubella (MMR) – PK4 must have one dose of MMR vaccine on or after the first birthday. For grades K-8, two doses of MMR vaccine with the first dose on or after the first birthday. Students vaccinated prior to 2009 with two doses of measles and one dose each of mumps and rubella vaccines satisfy this requirement. History of illness must be verified by physician's written statement.
- Hepatitis B – Having completed three doses is required.

- Chicken Pox (Varicella) – PK4 must have one dose of vaccine on or after first birthday. Grades K-8 need two doses. Documented history of illness by physician, the student’s parent or guardian, or serologic confirmation of varicella immunity may substitute for the vaccine.
- Hepatitis A – Two (2) doses administered on or after first birthday for grades PK4-8.
- Meningococcal – Grades 7-8 need to have one dose of vaccine on or after the 10th birthday.
- Haemophilus Influenza Type B (HIB) – PK4 needs one dose on or after 15 months of age OR three doses with the last dose on or after first birthday OR two doses with the first dose between 12-14 months of age.
- Pneumococcal conjugate vaccine (PCV) – PK4 needs one dose on or after second birthday OR two doses with both doses on or after first birthday OR three doses with one on or after first birthday. Otherwise one additional dose is required.

School Health Tests

The vision, hearing, and scoliosis screening tests administered by the school are optional. However, if any parent(s) elect not to have their children undergo tests in school, it is advisable that the parent(s) have the tests conducted in a facility of their own choice. Results of school health tests are documented on each student’s health record.

Medication

Keeping the safety and well-being of the child in mind, the following precautions will be taken.

All medication, both prescription and non-prescription:

- Must be delivered to and picked up from the School Office by a parent/guardian
- Must be in the prescribed bottle or original container
- Must have medication form from School Office filled out and signed by doctor and parent/guardian specifying approval of and directions for administering the medication to the child, including time(s) and beginning and ending date.

An Asthma Action Plan and/or a Food Allergy and Anaphylaxis Action Plan must be on file for any student with an inhaler, epinephrine and/or antihistamine.

Over the counter medications include Advil, Tylenol, Children’s Tylenol, medicated sprays or ointments, cough drops or cough syrups, etc.

Changes in dosages must be accompanied by a doctor’s note.

If violations of this policy are made, a warning will be given to the child and/or a phone call made to the parent or guardian.

Children Not To Remain in School

Children with the following symptoms WILL NOT BE ALLOWED TO REMAIN IN SCHOOL. Parents must take them home as soon as they are notified.

- Oral temperature of 10 degrees or above
- Vomiting, nausea, or severe abdominal pain
- Marked drowsiness or malaise
- Sore throat, acute cold, or persistent cough
- Red, inflamed, or discharging eyes
- Acute skin rashes or eruptions
- Swollen glands around jaws, ears, or neck
- Suspected scabies or impetigo
- Earache
- Any skin lesions in the weeping stage unless protected and diagnosed as non-infectious
- Pediculosis (head lice)
- Other symptoms suggestive of acute illness

Safety

The following safety rules must be rigidly enforced for the safety of the children.

- There is a 20 MPH speed limit on the streets adjacent to the school and 10 MPH on the parking lot.
- Students who are brought to school by their parents are to be dropped off in the designated drive thru in the parking lot.
- While waiting for school dismissal, all cars must wait in the parking lot.
- Preschool children must not be allowed to run or play between parked cars. They should be kept in their parent's car at all times while waiting for school dismissal.

No parent or student may use any unassigned room or space in the school or parish hall without the express permission of the school Principal. This includes the banquet hall, classrooms, gymnasium, library, cafeteria and social room.

School will not be held responsible for any accidents or injuries due to infractions of above rules.

SCHOOL LUNCH AND MILK PROGRAM

Blessed Sacrament Catholic School provides a lunch program for any student who wishes to purchase lunch from the published menu at regular lunch periods. Items are to be consumed in the cafeteria. Energy drinks and soft drinks are not to be consumed on campus during Morning Care, snack periods, lunch periods, lunch periods, After School Care, or during practices/games.

Training in etiquette belongs properly to the home. Sometimes the training given does not carry over into the school and public life. All students are expected to act in an orderly manner whether they buy or bring their lunch. Proper eating in the lunchroom, using a modulated speaking tone at meals, thoughtfulness of others at the table and avoidance of roughness will help toward the cultivation of table etiquette.

All students are responsible for the appearance of their table. All debris is to be cleared from the table and the surrounding areas. Please encourage your student to be responsible for his/her own eating area. All students are expected to order from the cafeteria menu or bring an individual sack lunch. Soda water and energy drinks are not allowed as part of the child's lunch.

SCHOOL FINANCIAL POLICIES

Payment of Tuition and Fees

Families who are registered members of our church, with children at Blessed Sacrament Catholic school, will receive the benefit of a reduced rate of tuition to be determined annually by the school council. Yearly contributions of a minimum of \$425.00 are required to be made to Blessed Sacrament church by May 31st to receive this reduced tuition rate. Families, who are not parishioners, with children enrolled at Blessed Sacrament Catholic School, will make tuition payments equal to the total cost for educating each child in attendance.

All families are expected to make tuition payments according to one of the following payment plans. (Each family's preferred manner of payment must be submitted each year at the time of student registration.) Options for payment include:

- One Payment Option: Under this plan, the entire amount of tuition is paid on or before **July 6th**. A tuition reduction of 3% will be applied to the tuition of a family's child enrolled in the school. Tuition reductions are determined annually by the School council. This payment is made directly to the School Office. **Fees must also be paid on or before July 6th.**
- Monthly Payment Option: Under this plan, the entire amount of tuition is paid monthly over a 10 or 11 month period beginning in August through the FACTS Tuition Management Plan. This is an automatic payment plan made

through your checking or savings account, including a processing fee. Those choosing this plan will complete a FACTS agreement form to authorize the automatic monthly payments on either the 5th or the 20th of each month.

Families registering after July 1st are expected to fulfill their tuition obligation according to the tuition policy stated above.

Tuition for students registering on or after September 1st will be pro-rated over the number of school days they will be in attendance, according to a formula established by the Principal.

It is the responsibility of each school family to keep the School Principal informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received after the due date.

- **Full Payment Plan**
If payment is not received on or before **July 6**, the discounted rate of tuition will not apply. When full payment has not been made by **July 6**, the family will be contacted within five (5) days by the School Secretary concerning the missed payment, and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments must be made through the FACTS Tuition Management Plan.
- **Monthly Payment Plan**
Families who choose the monthly payment plan and miss a monthly payment due to insufficient funds will be assessed a \$30 missed payment fee by FACTS, and may also incur a fee from their own financial institution. Missed payments will be re-attempted by FACTS within 14 days. School families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their children will not be readmitted to school according to the specifications of this policy.

School families failing to pay tuition according to the agreement which they have made with the school, or who have been unwilling to make suitable alternative arrangements with the parish, will be informed that their children will not be readmitted to our school. All families must be current on their tuition.

If General Fees and Family Fees are not paid by the first day of school, students will not be admitted to class, unless arrangements have been made with the school Principal.

All previously unpaid tuition must be paid by August 15th if a student is to be readmitted on the first day of class for a new school year.

Registration fees, and new student set-up fee if applicable, must be paid by the due date to receive the early registration rate.

Notice will be given of the assigned time for payment of Registration Fee, New Student Set-up fee, General Fee and Family Fee. A \$30 penalty per fee will be assessed for late payment of General Fees and Family Fees. These fees must be paid in full by the first day of school to complete enrollment in school.

Registration fees, new student set-up fees, general fees, family fees and any paid tuition are non-refundable. An exception may be granted by the Principal in the event a family is relocating due to employment or military status.

All book and student fees, after school care, and cafeteria fees must be current at the end of each semester. An outstanding balance on an account may warrant dismissal. Semester one accounts must be current by December 15th. Semester two accounts must be current by May 15th.

IMPORTANT: Accounts must be current prior to all sports and spirit tryouts. Students may not participate in sports if tuition is 30 days in arrears unless payment arrangements have been made with administration.

Currently, Blessed Sacrament Catholic School coordinates tuition assistance with Hope for the Future sponsored by the Archdiocese of San Antonio. If additional tuition assistance funds become available, the Principal will notify families and make available applications for tuition awards.

EMERGENCY PROCEDURES

Each year, the Principal reviews emergency procedures with the faculty, staff and students. Emergency procedures include procedures for fire evacuation, tornado warnings, disasters, crisis emergency and safety evacuation. Routine safety drills (announced and unannounced) are conducted throughout the school year.

During inclement weather, Blessed Sacrament Catholic School will follow Northeast Independent School District's decision in regards to late opening, early dismissal or school cancellation. There will be no separate announcement for Catholic schools.

PARENTS AND COMMUNITY RELATIONS

School Council

The council is an advisory committee from whom the Principal seeks advice and expertise in school matters including finance, school policy, and long-range planning.

The School Council is seeking the names of those interested in discerning for a position on the council. Afterwards, a selection committee will contact interested candidates with dates for the discernment process. Council members are selected for a three-year term. There are time obligations for a monthly meeting and committee assignments.

Parent-Teacher Club

The Parent-Teacher Club is established to bring about a closer bond between home and school. Active participation in this club is essential, and there is no better application of a parent's time than taking active part in activities which benefit the children of Blessed Sacrament Catholic School.

Another function of the organization is to be responsible for school fundraisers.

Service Hours

Volunteering at your child's school is an important way to be involved in a child's education. A minimum number of service hours are required as follows: 10 for one-parent households and 20 for two-parent households. In addition, each family must work at least one (1) hour at the Blessed Sacrament Halloween Carnival. Parents unable to work at the Halloween Carnival must contact the Principal to make arrangements. Failure to complete the total of minimum hours and/or the parent education class will result in a \$300.00 fine. Service hours must be completed and recorded on the RenWeb Parent Portal no later than the first Friday in May. All volunteers must view the Sexual Misconduct Video, pass a Criminal Background check as mandated by the Archdiocese and complete the Virtus training.

Visitors

For the safety of our students, all visitors to our school must report to the School Office immediately upon arrival to sign in and receive a visitor tag. All visitors must sign out when leaving campus. Faculty and staff can be easily identified by their nametags. **Visitors are asked to refrain from taking photographs or videos of other students unless express permission has been given by a parent or guardian. This includes the posting of photographs or videos to social media accounts.**

If it is necessary to bring items to students during the school day, they must be brought to the School Office rather than directly to the classroom buildings.

Parties and Celebrations

If parents wish to celebrate their child's birthday at school they are encouraged to bring fruit or another nutritious snack. Cupcakes, doughnuts and cookies are strongly discouraged. Cakes are not allowed.

Floral arrangements, corsages and balloon bouquets will not be permitted or accepted.

Private party invitations may only be distributed on school campus if invitations are given to the homeroom teacher for distribution and given to every student in the child's homeroom class. Invitations to students in other grade levels or classroom sections must be distributed outside of Blessed Sacrament Catholic School.

Limousines may not pick up or drop off students at the school for private parties or school dances.

Homework/Classroom Assignments

Homework/classroom assignments are primarily a follow-up of class instruction, and secondly a means of helping the student form good study habits. Keeping these two positive aspects in mind, parents should demonstrate an active interest in the child's day-to-day progress and provide suitable conditions for home study. Each student will be responsible for turning in all assignments on time. In the case of absence, the student remains responsible for assignments due during that period. Please refer to the individual teacher(s) for policies on missing assignments. It is the student's primary responsibility to see that all assignments, both in class and those assigned for homework, are completed and turned in. A teacher may request that homework be submitted at a designated time outside the scheduled class period.

Parent/Teacher Conferences

The Parent-Teacher conference is a meeting between the parents and teachers of each child in the school for the purpose of discussing student progress. It is an attempt on the part of the school to form a closer relationship as educational partners between the teachers and the parents of each child. This conference is professional, confidential, and is limited to those topics that concern the well-being of the individual child.

Discussion between parents and teachers is encouraged; however, requested conferences are to be scheduled at least 24 hours in advance if at all possible.

Fall conferences are scheduled for all students in every grade. Spring conferences will be available for parents on request (strongly suggested when a student is struggling). Spring conferences are required if a student is failing or in danger of failing one or more subjects.

Progress Reports

Blessed Sacrament Catholic School offers all parents/guardians the opportunity to check a student's progress online through the parent portal to RenWeb, the web-based grading system. Parents are encouraged to check RenWeb as often as they feel is necessary. Grades are updated by the teachers weekly, giving you a comprehensive, ongoing picture of your child's progress. The information accessible includes homework status, grades, behavior, and attendance by individual class/subject. A formal Progress Report will be distributed to students on designated days during the school year. Progress Reports must be signed and returned to the homeroom teacher within two (2) school days.

COMMUNICATION

In order to maintain the partnership of school and family, it is important to keep communication on all levels open, strong, and consistent. All members of the Blessed Sacrament Catholic School community are expected to act in a courteous manner towards each other especially when a concern or issue arises. Respect is paramount to open communications. In addition, all precautions will be taken to ensure the confidentiality of sensitive concerns.

Communication is provided for parents through a variety of means including a weekly newsletter, monthly newsletter, e-mail, text messaging and voicemail. In addition, the school's website and parent portal may be used to communicate to the parent community.

When questions or issues arise, all parents are encouraged to start with contacting the teacher. It is important to start at that point of contact in an attempt to settle concerns as quickly as possible. The tiers of communication should progress as follow:

- Teacher
- School Administration (Principal or Administrative Team) – if for any reason a concern was not resolved with the teacher.

School policy prohibits representatives of the media to speak with students, on school campus, without the permission of the Principal and consent of their parent or guardian.

All students in grades 4-8 will be required to submit and abide by the Electronic Media Guideline included in the Student-Parent Policy Handbook.

ACADEMIC POLICIES

Curriculum

The following subjects are taught: Religion, Mathematics, Language Arts, (English, Reading, Spelling, Writing, Handwriting), Science, Health, Social Studies, computer Technology skills, Spanish, Physical Education and Fine Arts. Upper grades are offered Elective courses depending on needs of students and availability of teacher expertise.

Teachers are encouraged by the School Administration to highlight student work including posing projects, written pieces, online publications and other work in various instructional areas and/or the school's website. Parent permission will be sought when submitting student work to an outside agency or organization for publication.

Tutoring

Each teacher at Blessed Sacrament Catholic School is required to provide free tutoring at least once a week to his or her students. Once a student falls below 80% in any subject, he or she must attend tutoring until the grade(s) climbs above 80%.

Bulldog for Christ Service Program Overview, Requirements, and Suggested Projects

Service education has been a hallmark of Catholic education in the United States for generations. It is an opportunity for students to live their faith and proclaim the Good News of Jesus Christ and Catholic education.

All students at Blessed Sacrament Catholic School will be expected to complete an age-appropriate number of service education projects each semester. While service education projects will be a required and graded component of the school's curricular program, the greater purpose will be to help our students observe Christ's commandment to love our neighbors.

Each semester, students must complete one service education project for each of the Corporal Works of Mercy. In addition, students in Third Grade through Eighth Grade must serve as a greeter for two Masses at Blessed Sacrament Catholic Church. Please note that participating in the St. Vincent de Paul Food Drive (November) or 40 Cans for Lent cannot be used as service projects.

Parents are asked to encourage their children to complete their service education projects in a manner that is consistent with Christ's message of helping those less fortunate and most vulnerable in our society. At the same time, however, a student should perform their required service hours in a safe, structured environment under adult supervision.

The Corporal Works of Mercy

The Works of Mercy are charitable deeds by which we help our neighbor. The Works of Mercy are divided into two categories – Corporal (Physical) and Spiritual Works.

The Corporal Works of Mercy include: Feeding the Hungry, Giving Drink to the Thirsty, Clothing the Naked, Sheltering the Homeless, Visiting the Sick and Imprisoned and Burying the Dead.

Mass Greeter at Blessed Sacrament Catholic School

Students in Third Grade through Eighth Grade must serve at two (2) masses each semester. Students must serve, in Mass uniform, as a greeter at Blessed Sacrament Catholic Church. Parents or students may sign-up in the School Office.

Suggested Projects

Blessed Sacrament Catholic School has posted suggested projects on our school's website corresponding to each Corporal Work of Mercy. To access these suggested service ideas, visit our Catholic Identity overview under Campus Life at www.blessedschool.com.

Religion and Sacramental Program

In view of the philosophy of Blessed Sacrament Catholic School, religion and all that it implies in the life of the child is of the utmost importance and requires total cooperation on the part of the home.

One period each day is devoted to teaching of the Catholic faith. Instruction is based on curriculum guidelines developed by the Archdiocese of San Antonio.

Attendance at Mass on Fridays and Holy Days **and participation in First Friday Adoration** is an integral part of the school's religion program. Students are involved in many aspects of the Mass.

At certain times during the year, selected grades participate in retreats which assist with their personal and communal spiritual development.

Sacramental Preparation

While sacramental preparation is addressed in our school's curriculum program, First Reconciliation and First communion are provided by the Parish Religious Education Department (NOT THE SCHOOL) where you are a registered parish member. Check with the Religious Education Department in your parish for their requirements. At Blessed Sacrament Catholic Church, the sacrament is usually received in Second Grade.

Note: If you are registered parish member of Blessed Sacrament Church, a copy of the child's Baptism Certificate is one of the items needed in the Parish Religious Education Office in order to be enrolled in the sacramental preparation program. Blessed Sacrament Catholic School does not keep a copy on file. If you are a member of another parish, please check on the policies, as they may differ from Blessed Sacrament Parish policies.

Altar Servers

Training of and practices for altar servers will be scheduled as needed. Times will be published in the parish bulletin.

Girls and boys are eligible to be altar servers if they are in Grade Five or above, and have celebrated the Sacraments of First Eucharist and First Reconciliation. The parents are to be registered in Blessed Sacrament Parish.

Schedules for altar servers are sent out through the school, and servers are expected to find their own substitutes.

Sister Eileen Gurecky Library/Media Center

The Library/Media Center is one of the focal points of the school. It is part of the whole teaching program – a live, active center of learning activities. The library fortifies and supports the curriculum. Students have the privilege of checking out books and magazines from the library. In order to ensure the best service to the students, the following regulations are made:

- Library is open from 7:45 a.m. to 3:00 p.m.
- A fine of 25 cents per day will be charged for overdue books
- If a book/magazine is damaged, lost or overdue more than two weeks, the replacement cost of the book/magazine must be paid to the library, along with overdue fines.
- All library book fines must be paid by the end of the school year. If fines are not paid, the student's report card will not be issued.
- Library privileges will be suspended if items previously checked out have not been returned or when the checked out books are repeatedly returned in damaged condition.

Copyright

All students, employees, and volunteers will abide by the federal copyright laws. Students, employees, and volunteers may copy print or non-print materials allowed by:

- Copyright law
- Fair use guidelines
- Specific licenses or contractual agreements
- Other types of permission

Physical Education

Participation in PE is mandatory for all students in accordance with Archdiocesan regulations. The Texas Catholic Conference, and the Texas Education Agency requirement. Class exemption is given only to those students who present a note signed by a doctor and/or parent. These excuses will be kept on file. If notes are frequently brought to excuse a child from PE, the Principal will require a note from the child's doctor.

Active participation is expected and is beneficial to the well-being of the student. A student who is not in uniform on their assigned day for physical education will be required to complete a written physical education and/or health assignment designated by the teacher.

Field Trips

Field trips are a learning privilege planned to enhance the instructional activities of the classroom. Field trips are subject to approval by the Principal. The student must have a signed and dated permission slip from the parent for each field trip. This privilege is subject to academic and behavior requirements. The planning of a field trip is the sole responsibility of a teacher or his/her designee.

Drivers providing transportation are required to present driver license, proof of current liability insurance, and a completed Archdiocese Volunteer Driver Information form to the homeroom teacher. Per the guidelines for all volunteers, they must have reviewed the Archdiocesan Sexual Misconduct policy and completed the VIRTUS Training and a Criminal Background check. Drivers will be considered chaperones and are expected to remain with their assigned group throughout the field trip. Unless otherwise approved by the Principal, CHAPERONES MAY NOT BRING CHILDREN FROM OUTSIDE THE HOMEROOM CLASS ON THE FIELD TRIP. Parents, legal guardians and grandparents are eligible to chaperone on field trips designated by the classroom teacher. Older siblings who have reached their 21st birthday are also eligible to chaperone when space permits.

Student attire for field trips is generally the complete standard school uniform. Exceptions will be addressed on as-needed basis.

Teacher responsibilities are as follows:

- All monies for field trips will be collected and managed by the designated teacher
- The teacher will make student car assignments; students and drivers/chaperones will honor these assignments
- The teacher may limit the number of drivers or chaperones needed, depending on a particular activity
- The teacher will make student group assignments; students and chaperones will honor these assignments

Chaperone responsibilities are as follows:

- All drivers/chaperones are required to view the Archdiocesan Sexual Misconduct video and complete a Criminal Background check, without exception
- The priority of field trip drivers/chaperones is to assist the teacher with safety precautions, travel, and any other activities planned by the teacher
- Drivers/chaperones are responsible for the children assigned by the teacher in the car and during the activities on the field trip
- There is no smoking on field trips
- Drivers/chaperones may not bring siblings on field trips
- Drivers/chaperones may not purchase or provide additional treats (including gum) or items for the children in their assigned groups only
- Children must be with adults at all times. *Students may not be left unattended, especially in public restroom facilities*
- Chaperones will let the teacher know immediately if there are any problems with a student
- Drivers/adults will be considered chaperones and are expected to remain with their assigned group throughout the field trip
- Cell phone numbers will be exchanged among drivers in case of emergencies
- For safety reasons, drivers may not talk on cell phones while driving students unless it is an emergency or the driver needs clarification on directions
- Drivers/chaperones may not make any additional stops with the assigned children in their car
- Drivers/chaperones need to depart and arrive together

Report Cards

Report cards will be distributed every nine weeks (quarterly) to inform parents of their child's progress. THESE ARE TO BE SIGNED AND RETURNED TO THE CLASSROOM TEACHER WITHIN FIVE SCHOOL DAYS. A \$20.00 fee will be charged for lost report card envelopes.

Grading System

The following grading key will be used for Kindergarten and First Grade:

E – Excellent
S – Satisfactory
P – Progress

N – Needs Improvement
N/A – Not Applicable

Numerical grades will be used from Second Grade through Eighth Grade. For grades 2-8, the following grading key will be used:

94-100 Exceptionally High Achievement
85-93 High Achievement
75-84 Average Achievement
70-74 Low Achievement
0-69 Failure to Master Material

A total of two points will be added to a student's final report card grade for each designated middle school honors course they are enrolled in during the academic year. The added two points will be used in determining end of year awards.

Conduct grades will be indicated in the following manner:

O – Outstanding effort

S – Satisfactory Effort

I – Improvement Needed

U – Unsatisfactory Effort

N – Not observed

Recognitions

At the 1st through 5th grade levels, all academic recognitions are based on the student's grades in the following 7 core subjects: Religion, Reading, English, Spelling, Mathematics, Social Studies, and Science.

At the 6th through 8th grade levels, all academic recognitions are based on the student's grade in the following 7 core subjects: Religion, Literature, English, Mathematics, Science, Social Studies, and Spanish.

FIRST, SECOND AND THIRD GRADING PERIOD AWARDS

Principal's List (Middle School Grades 6-8)

- Core Subjects - Maintaining a grade of 94 or above in each subject
- Noncore Subjects – No grade below 80; no grade of an I or U

High Honors (Grades 2-8)

- Core Subjects – Maintaining an overall average of 94-100
- Noncore Subjects – No grade below 80; no grade of an I or U

Honors (Grades 2-8)

- Core Subjects – Overall average of 88-93
- Noncore Subjects – No grade below 75; no grade of an I or U

Bulldog Academic Award (Grades 2-5)

- Awarded in the 2nd and 3rd grading quarters
- Improvement of average by at least 5 points in any subject

Bulldog Citizenship Award (Grades 1-8)

- Awarded in the 1st, 2nd and 3rd grading quarters
- Awarded for commendable conduct
- Awarded at the discretion of the faculty
- Students with non-emergency class tardies and/or suspensions are ineligible

END OF YEAR ACADEMIC AWARDS (Final Grade)

Principal's List (Middle School Grades 6-8)

- Must meet all criteria listed above in each report card quarter
- Plaque is awarded if student has been recognized in each nine week grading period

High Honors (Grades 2-8)

- Core Subjects - 94-100 final overall average
- Noncore Subjects – No grade below 80; no grade of an I or U
- Plaque is awarded if student has been recognized as a Principal's List or high Honors student in each nine week grading period. Otherwise, a certificate is awarded if criteria are met.

Honors (Grades 2-8)

- Core Subjects – 88-93 final overall average
- Noncore Subjects – No grade below 75; no grade of an I or U
- Plaque is awarded if student has been recognized as a Principal's List, High Honors, or Honors student in each nine week grading period. Otherwise, a certificate is awarded if criteria are met.

Junior Bulldog Academic Award (Grade 1-3)

- Most improvement in Math and/or Reading skills

St. Ignatius Loyola Award (Grades PK4--8)

- Maintaining consistent effort in each subject
- Satisfactory conduct with no suspensions during the current year
- Award determined by the faculty

Bulldog Outstanding Physical Fitness Award (Grades 1-8)

- Performance at 85% or above on all five items of the Five-Item Physical Fitness Test Battery

Bulldog Excellent Physical Fitness Award (Grades 1-8)

- Performance at 50% or above on all five items of the Five-Item Physical Fitness Test Battery

President's Education Excellence Award Certificate (Grades 5 and 8)

- 5th: Average of 90 and above in all subjects from 2nd grade through Fall semester of 5th grade
- 8th: Average of 90 or above in all subjects from 6th grade through Fall semester of 8th grade

President's Education Excellence Award Pin (Grade 5 and 8)

- Meet criteria for President's Education Excellence Award Certificate
- Maintain Principal's List status for the current school year

Grade 4/5 Duke University Talent Identification Program

- Score at 95% or above on the Iowa Test of Basic Skills

Grade 7 Duke University Talent Identification Program

- Score at 95% or above on the Iowa Test of Basic Skills

NATIONAL JUNIOR BETA CLUB

The National Junior Beta Club is an on-secret, academic, service organization for students in grades 5-8. Membership is limited to those students who maintain an average of 94-100 in the core subjects with commendable attitude. A student who wishes to be a member of the National Junior Beta Club must maintain the above average for two nine week (quarterly) grading periods before being admitted to the club. Eligibility is determined by the Principal and faculty of the school.

Testing

In the spring, the Iowa Assessment is scheduled for grades Kinder - 8. Students in grades 1 through 8 will also take the Cognitive Skills Assessment Test (CogAT).

The purpose of these tests is to indicate the strengths and weaknesses of the individual student in the various subject areas.

In the spring, the Assessment for Catholic Religious Education will be given to students in grades 5 and 8.

Failure of a Grade

A student failing one or two academic subjects at the end of the school term will be required to attend summer school with a passing grade of at least 8. Documentation of summer school attendance is required for readmittance to Blessed Sacrament Catholics School.

A student failing three or more academic subjects at the end of the school term will fail the grade. Readmittance to Blessed Sacrament Catholic School will be left to the discretion of the Principal.

INTERNET

Acceptable Use

All use of the Internet and related technologies must be in support of education and research consistent with the educational objectives of Blessed Sacrament Catholic School. The following rules apply:

- Viewing/listening to music videos and/or movie previews/movies or accessing web-based social networks is prohibited
- User must abide by the acceptable use rules of any network being used/accessed
- Any use of the Internet to facilitate illegal activity is prohibited
- Any use of the Internet for commercial or for-profit purposes is prohibited
- Any use of the Internet for advertisement or political lobbying is prohibited
- Unauthorized use of copyrighted material is prohibited
- Network accounts are to be used only by the authorized owner of the account for the authorized purpose
- Downloading information or research, public domain or copyrighted material and submitting it as one's own original material will be considered plagiarism, with the resulting consequences
- Students may not access personal email accounts at school

Internet terms, conditions and regulations for students are as follows:

Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense. Schools must follow the state and federal laws regarding the use of filters on computers connected to the Internet.

(Adapted from the Archdiocese of San Antonio and Diocese of Victoria Technology Appropriate Usage Policy and Parent Permission Form and User Agreement Appendix 8107A)

Etiquette

The following guidelines will ensure safe and equitable access for all students.

- Be polite
- Do not use vulgar or obscene language
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the Internet
- All communications and information accessible via the Internet should be assumed to be the private property of its author(s)
- Do not intentionally disrupt the network or other users
- No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, copied, or abused in any way
- Use caution when revealing your address or phone number (or those of others)
- Posting of anonymous messages is prohibited
- Abide by generally accepted rules of network etiquette and ethics

Vandalism/Harassment

- Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited
- Vandalizing the data of other users is prohibited
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors
- The illegal installation of copyrighted software for use on school computers is prohibited
- Use of the Internet to access obscene or pornographic material is prohibited
- Use of the Internet to transmit material likely to be offensive or objectionable to recipients is prohibited

Penalties

Any user violating these policies is subject to loss of Internet privileges and subject to other school disciplinary actions and/or legal action. The Principal will make the final determination as to what constitutes acceptable use and this decision is final.

The student or parent/guardian will be responsible for any financial obligation incurred through the use of Internet and related technologies that is not previously approved as part of the local budget

School Responsibilities

Occasionally, the school will make determinations on whether specific uses of the Internet are consistent with the acceptable use policy. The school does not support any postings about or images of Blessed Sacrament Catholic School students, family members, or staff members on web sites (school or personal, public or private) without written permission of the parent or adult individual. In addition:

- The school reserves the right to log Internet use and to monitor fileserver space utilization by users
- The school reserves the right to bar access to the Internet in order to prevent unauthorized activity
- The school will not be responsible for any damages a user may suffer, including loss of data
- The school is not responsible for the accuracy or quality of information obtained through the Internet

(Adapted from the Archdiocese of San Antonio and Diocese of Victoria Acceptable Use Agreement for Internet Access and the Acceptable Use policies of the St. Johns County School District, Florida and NuevaNet Acceptable Use Policy, Hillsborough, California)

Electronic Media Guideline

Introduction

Blessed Sacrament Catholic School recognizes that electronic media, such as text messaging, Instagram, Twitter, Facebook, MySpace, Snapchat, You Tube, etc., and the Internet has many advantages as a communication tool. The wide array of new resources and services available via electronic media all introduce new opportunities and new risks as well. By setting forth the guidelines below and reiterating the guidelines set forth in the Parent Student Handbook, including the Rules for Internet Access, it is our goal to minimize risks associated with social media and promote an active, Christian learning environment for all our students and our School community.

Applicability

This guideline applies to all students, faculty, and parents who use electronic media as well as those who represent themselves as being connected in one way or another with BSCS (referred to as “Users” in this Guideline). All Users are expected to be familiar with and comply with this Guideline.

Appropriate Usage

It is important to remember that all Users must conduct themselves in a fashion that is consistent with the school’s Christian values and principles of treating others with dignity and respect. Whether occurring within or outside of school, when a student’s or parent’s use of electronic communication jeopardizes the safe environment of the School or is contrary to Gospel values, the student or parent can be subject to the full range of disciplinary consequences, including the expulsion of the student.

It is a violation of this guideline for any User to send, store, display, print, or otherwise disseminate messages, photographs, or material that is defamatory, abusive, obscene (including jokes), profane, sexually oriented, threatening, disruptive, intimidating, discriminatory, harassing, offensive, illegal, fraudulent, otherwise inconsistent with our Catholic Mission or is a violation of this Guideline or the Parent Student Handbook.

This Guideline applies to communications or depiction through email, text, internet, social media, phone messages, or website postings, whether they occur through the school’s equipment or connectivity resources or through private

communication, which (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass, disrupt, or embarrass students or members of the school community; or (3) cause harm to the student or school community.

BSCS reserves the right to determine without prior notice whether a web-site, the use of social media, or network or computer resources is inappropriate.